

The Energy Grid

Powerful Web Marketing for the Alternative Energy Industry

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The purpose of this document is to introduce you to the editing capabilities of your website.

What is Joomla?

We'll begin with some background.

Your website is built on a platform called "Joomla." Joomla is called a "Content Management System" or "CMS." It is built on this platform because Joomla makes it very easy for you to edit your own pages and attach additional components like shopping carts and photo galleries.

Joomla is an "Open Source" program like Unix, FireFox, and others that were developed by communities of programmers. There are tens of thousands of Joomla sites throughout the internet. If you would like to learn more, see Joomla.org. There are some great resources here, as well, if you would like to learn more and explore some of the advanced features.

Each page of your website has a header along the top of the page, a left margin which usually contains a menu, and a Content area that contains the information on the page. It's this Content area that we will be focusing on editing.

Contents

Editing your website	2
Editing Icons.....	5
Adding a page to your website	6
Make a New Page	6
Add a menu item for the page	7
Photo Gallery	11
Advanced Features	15
Customizing your template.	15
Modules	16
Changing the header.	16

Editing your website

To begin:

Log into the administration area of your website
www.<Your Website Name>.com/administrator

Enter your username and password

You will see your main control panel screen (Figure 1):

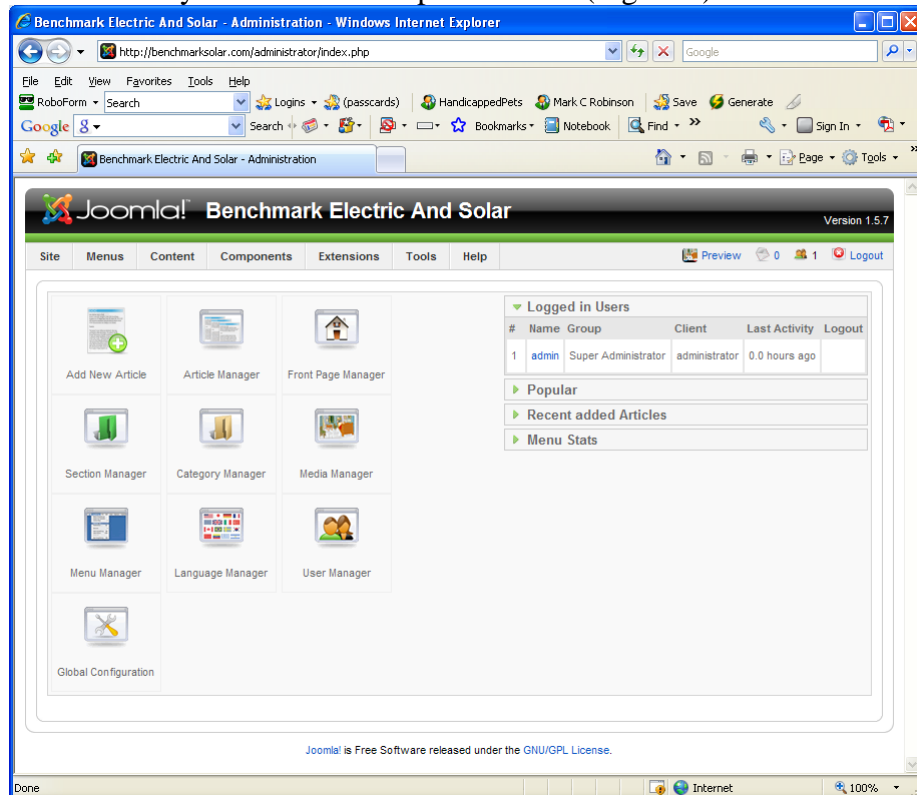


Figure 1 - Main Control Panel

We will start by using the “Article Manager” to edit pages on your website. The content area of each page is considered an “Article”. Click the Article Manager to see a list of Articles on your website (Figure 2).

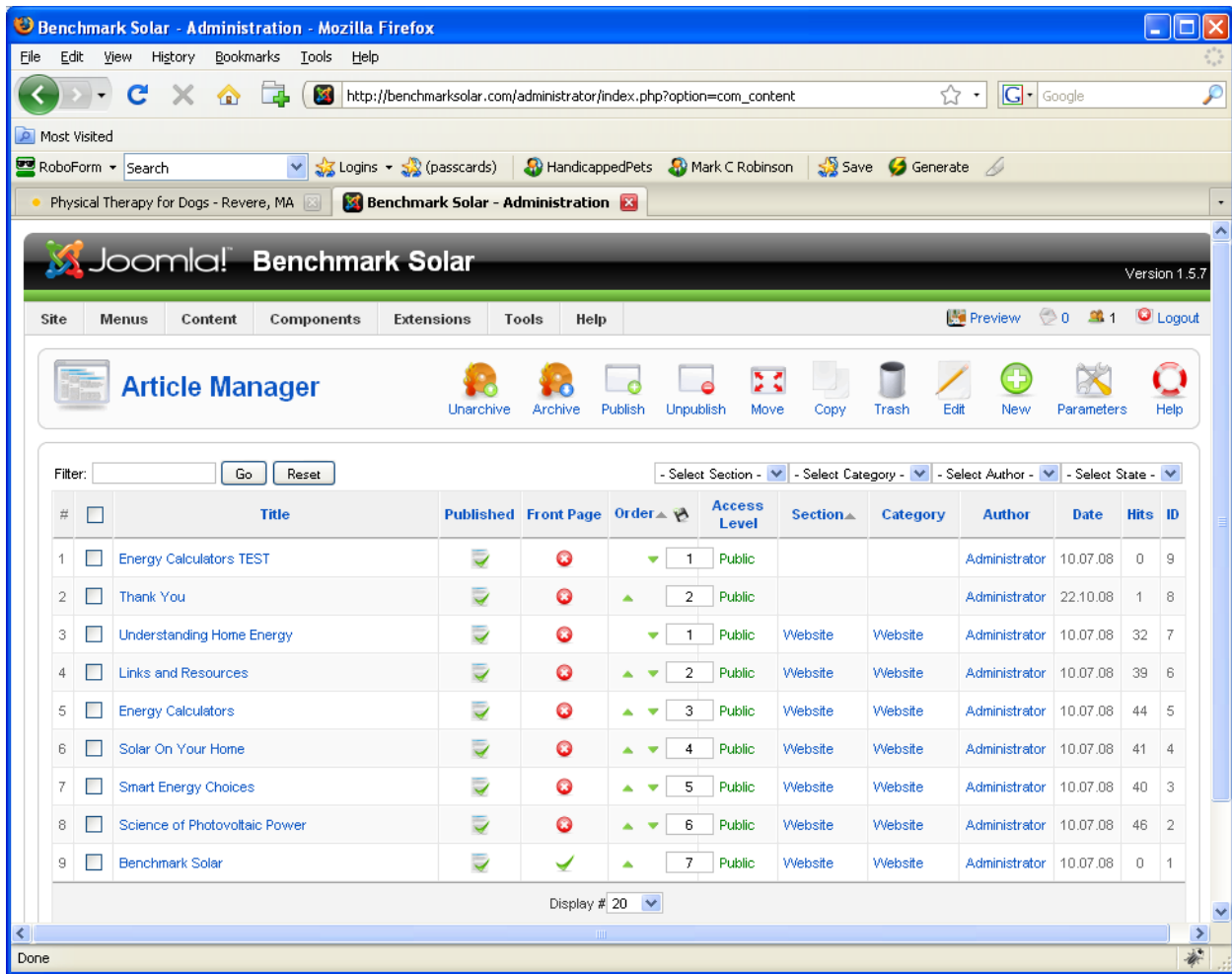


Figure 2 - List of Articles

Notice, at the bottom of the screen, that we are only displaying 20 articles on a page. If you have more than 20 Articles, there will be a 'next' link.

Also notice that the article #9 has a green check mark in the column labeled "Front Page." This is the article that appears on the front page of your website. You can have more than one article on your front page, but some additional knowledge is needed to make multiple articles look right.

Click on an article to see that page displayed in a word-processor like interface (Figure 3).

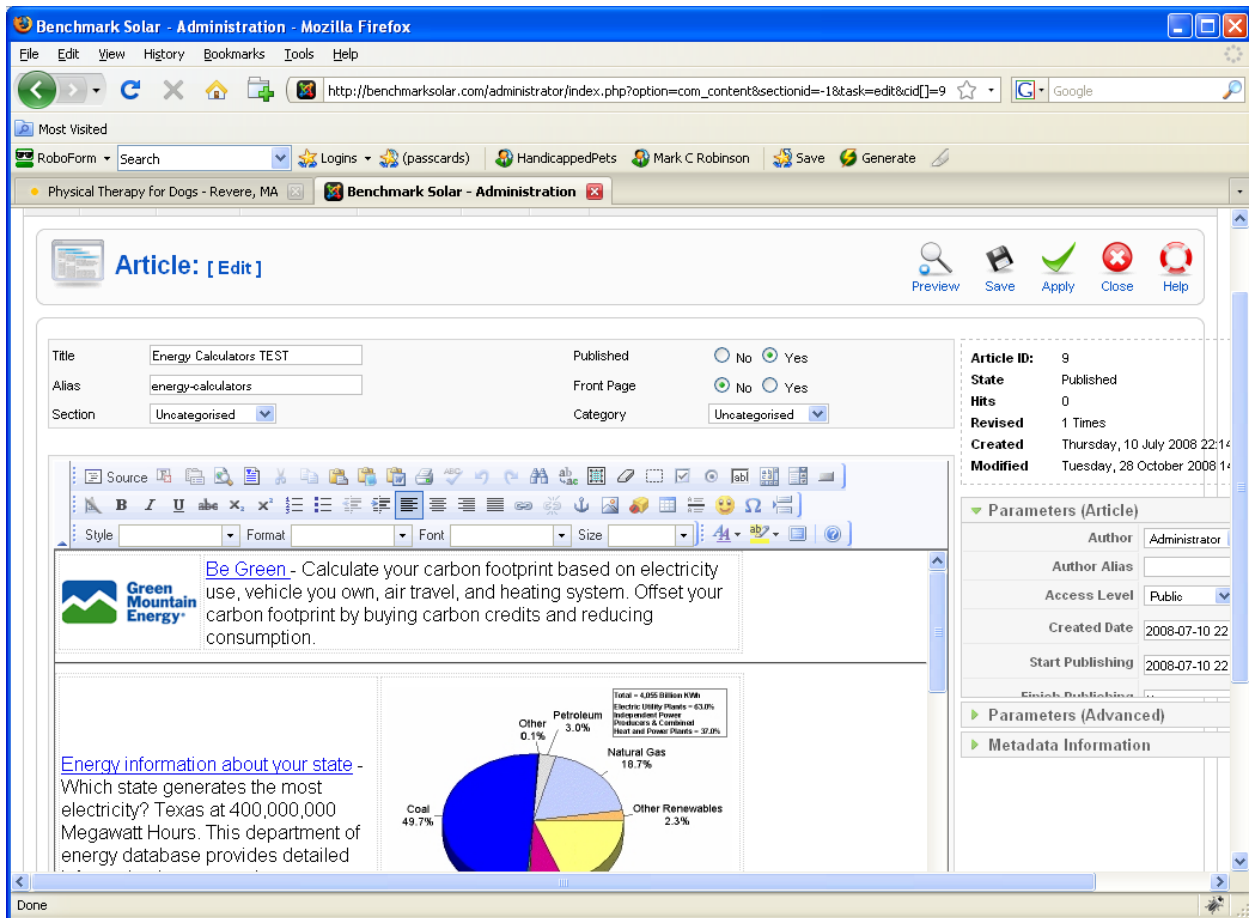


Figure 3 - Word Processor Interface.

You'll find this interface to be very intuitive. Hold the mouse cursor over each of the buttons for a text description. You can add, edit, and change the page. When done, click the "Apply" button to make your change take effect or the "Save" button to effect your change and close the editing window.

Tip: It can be very helpful to open two browser windows on your screen; one in the editing window and one on your actual website. After you apply a change, take a look at that page (refresh your browser) in your website window to see the end result.

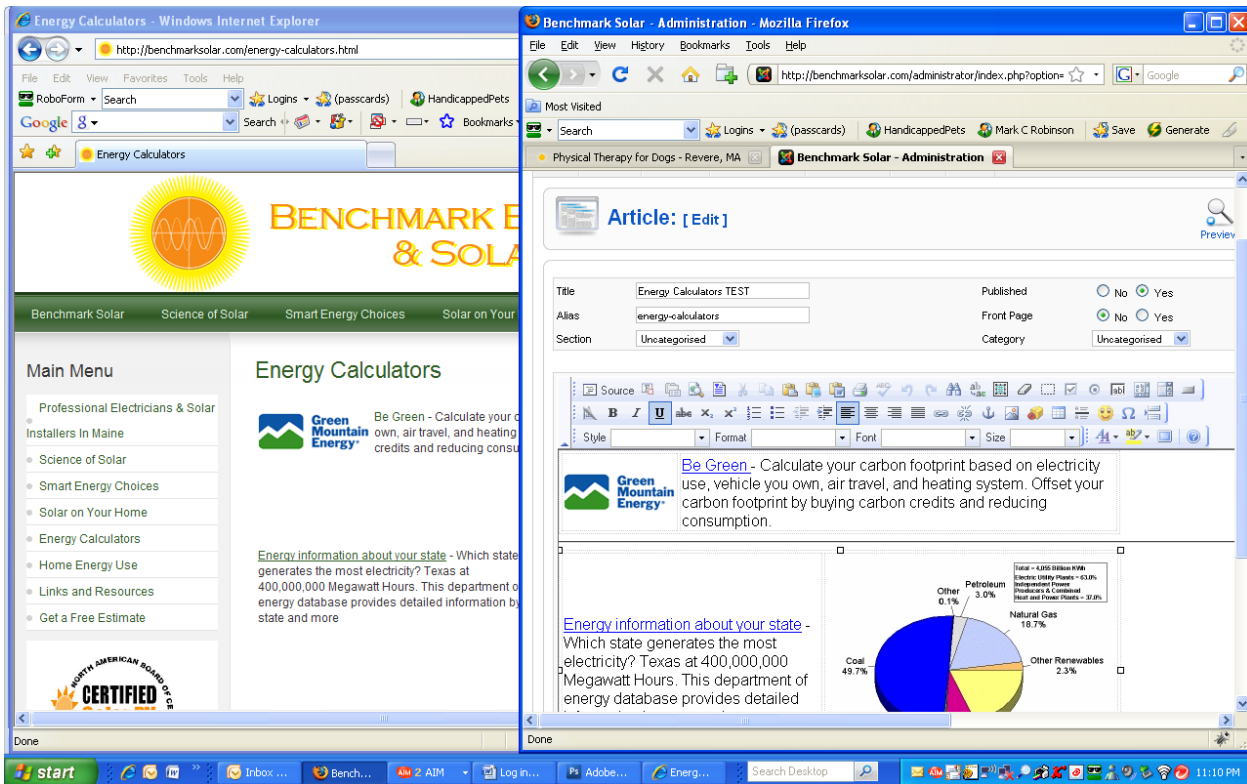





Figure 4 - Two Browser windows open

Editing Icons.



 On the top row of the word-processor editing icons, note the small picture of the clipboard with the W on it. It is labeled “Paste From Word.” If you have a document that you have written in Word use the “Select” and “Copy” functions in Word then “Paste” with this button. This will remove the word formatting commands that will tend to mess up a webpage. You will not be able to Paste photos from Word. Also, the spacing of columns and many other advanced Word features will not transfer.

 On the bottom row is the Insert Image Button. Use this to upload images to your website and include them in the page. You can size the images and align them to the text

 Tables. On the web, tabs, columns, and spaces cannot be used to control where things appear on the page. If you want to make a two-column page, you need to create a table with two columns.

Advanced Users: The “Source” button will display the HTML code. This can be helpful if you are trying to understand why a certain words are formatted differently. In addition, if you use an html

editor like dreamweaver or are copying from another website, you can paste HTML directly into this area.

Explore the other icons. You'll see that many are self-explanatory.

Adding a page to your website

Adding a page is a two-step process. First you create the page, then you create a menu item that points to that page.

Make a New Page



Click “Article Manager”, Click “New” in the upper right,

Give the page a Title (leave Title Alias blank). The title should be short and contain keywords so that google knows what the page is about.

Typically, the section will be “Uncategorized.”

Add the content and save the page.

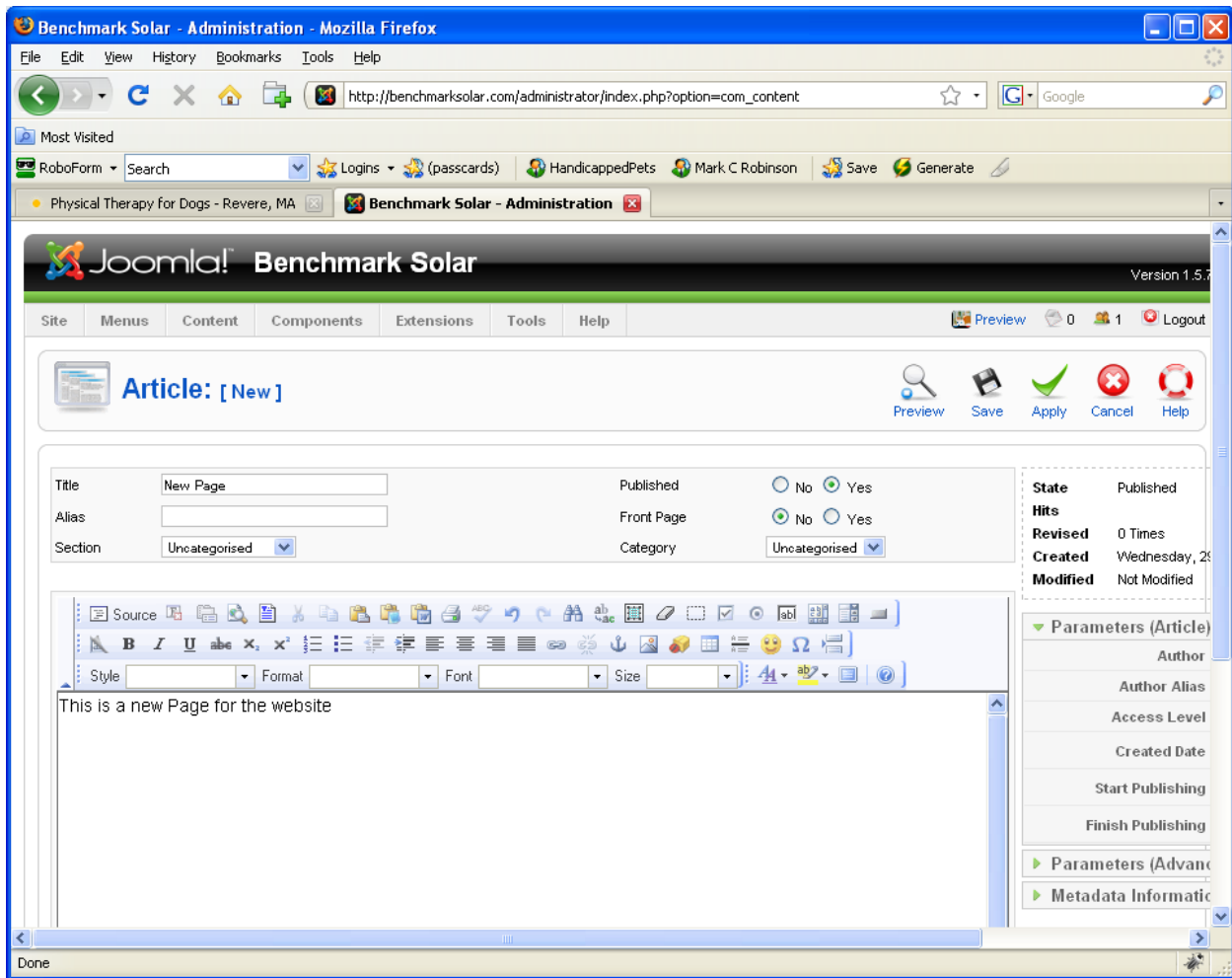


Figure 5 - Make a new page

Add a menu item for the page

Your website has one or more menus on it.



Often, the menu on the left side is called “Main Menu” and the menu along the top is the “Top Menu.”

To view your menus, put the mouse over “Menus” at the top of the screen.

You’ll see a link for Menu Manager and Menu Trash (skip these for now), and then listings for the menus on your website.

Click “Main Menu” and you will see something like this.

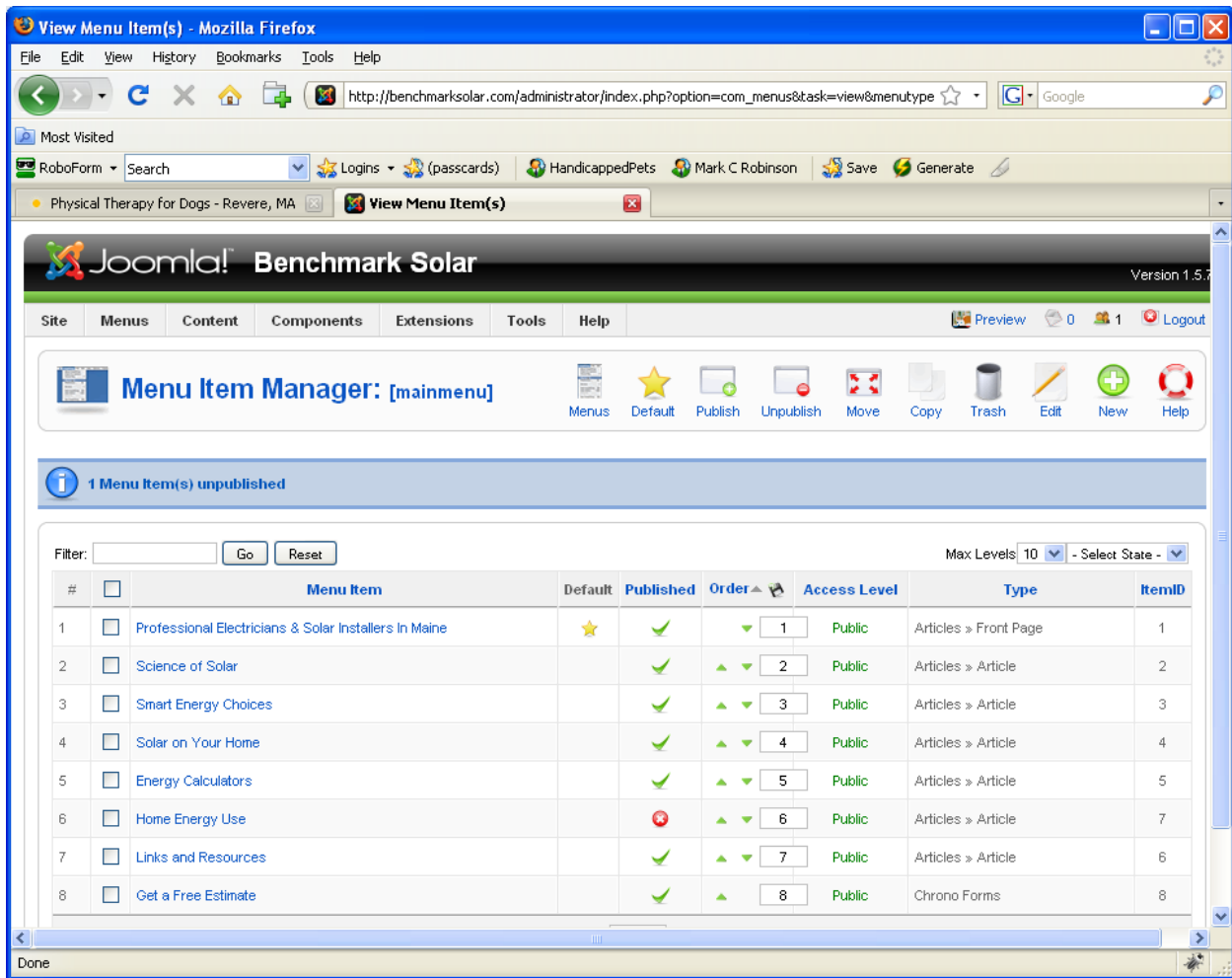


Figure 6 - Main Menu

Note that, in this example, one item, “Home Energy Use” is not published. That means that this entry will not appear on the menu. This is used for items that are incomplete or, for any reason, not wanted on the menu.

To add the New Page you just created to the menu, click the “New” icon
Click “Articles” and “Article Layout”

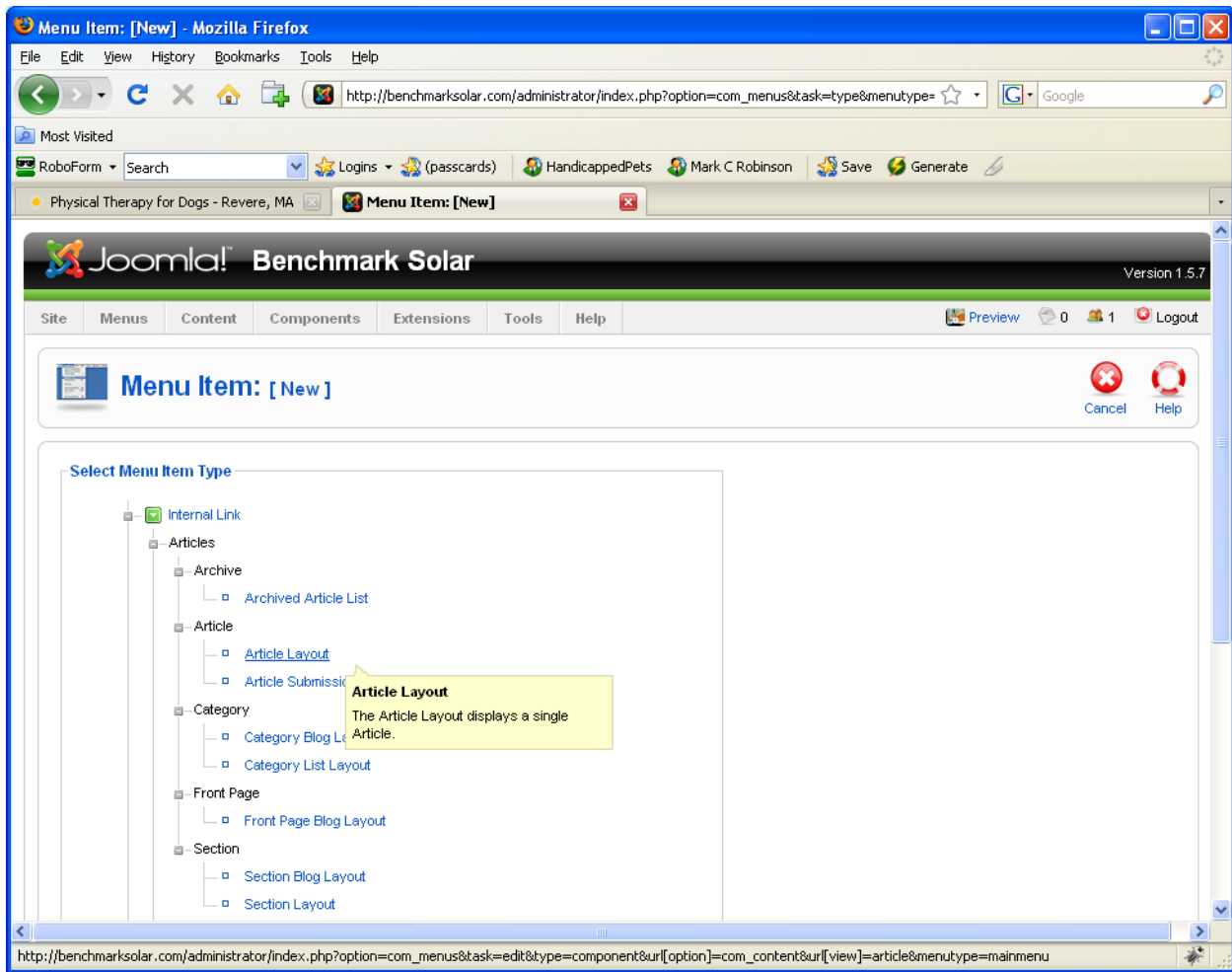


Figure 7 - Adding an Article to the Menu

The Title that you enter here will be the words on the button. Keep them short.

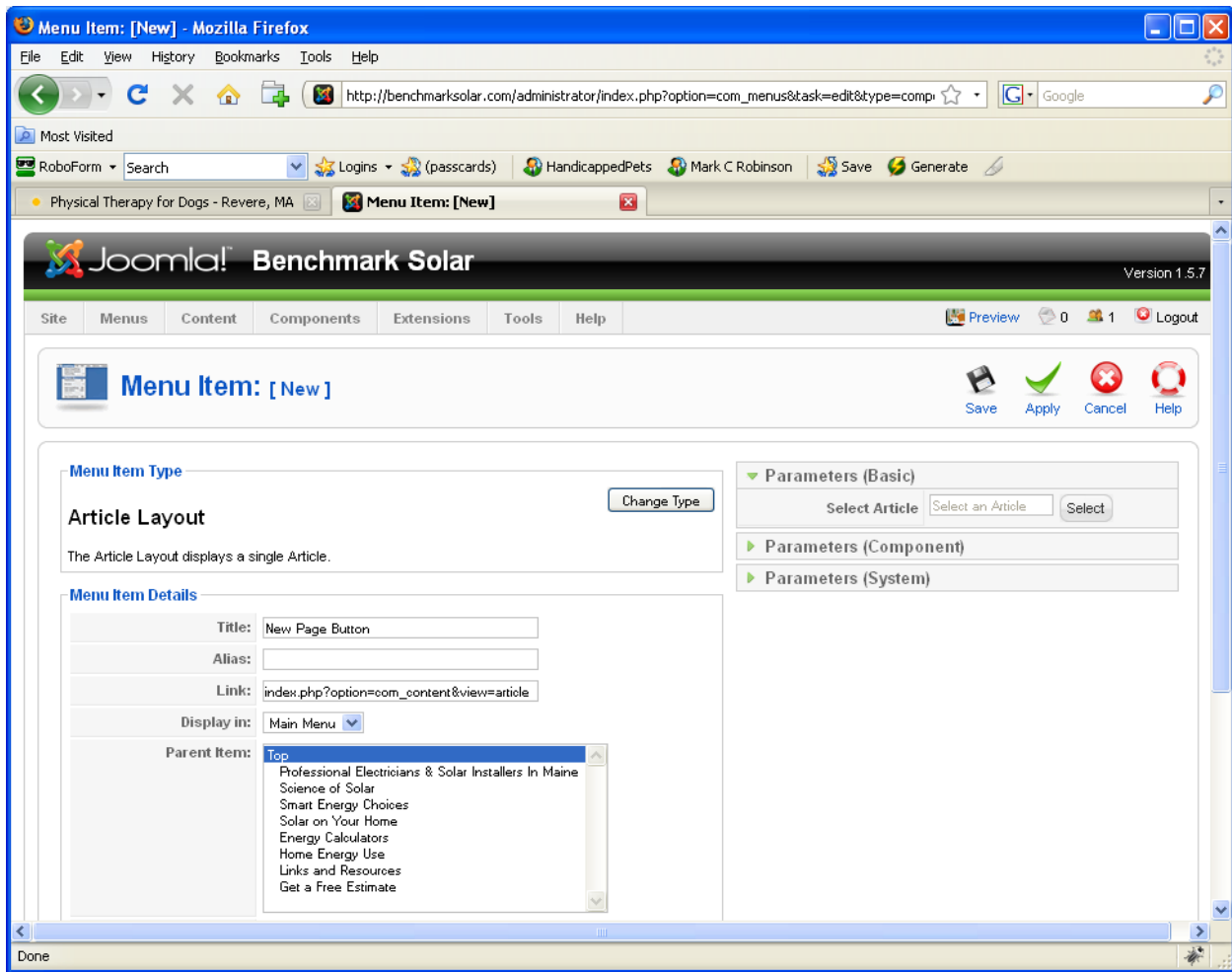


Figure 8 - Entering a menu item

Press the Select button in the top right and you will see a list of articles on your site. Select the New Page you just created.

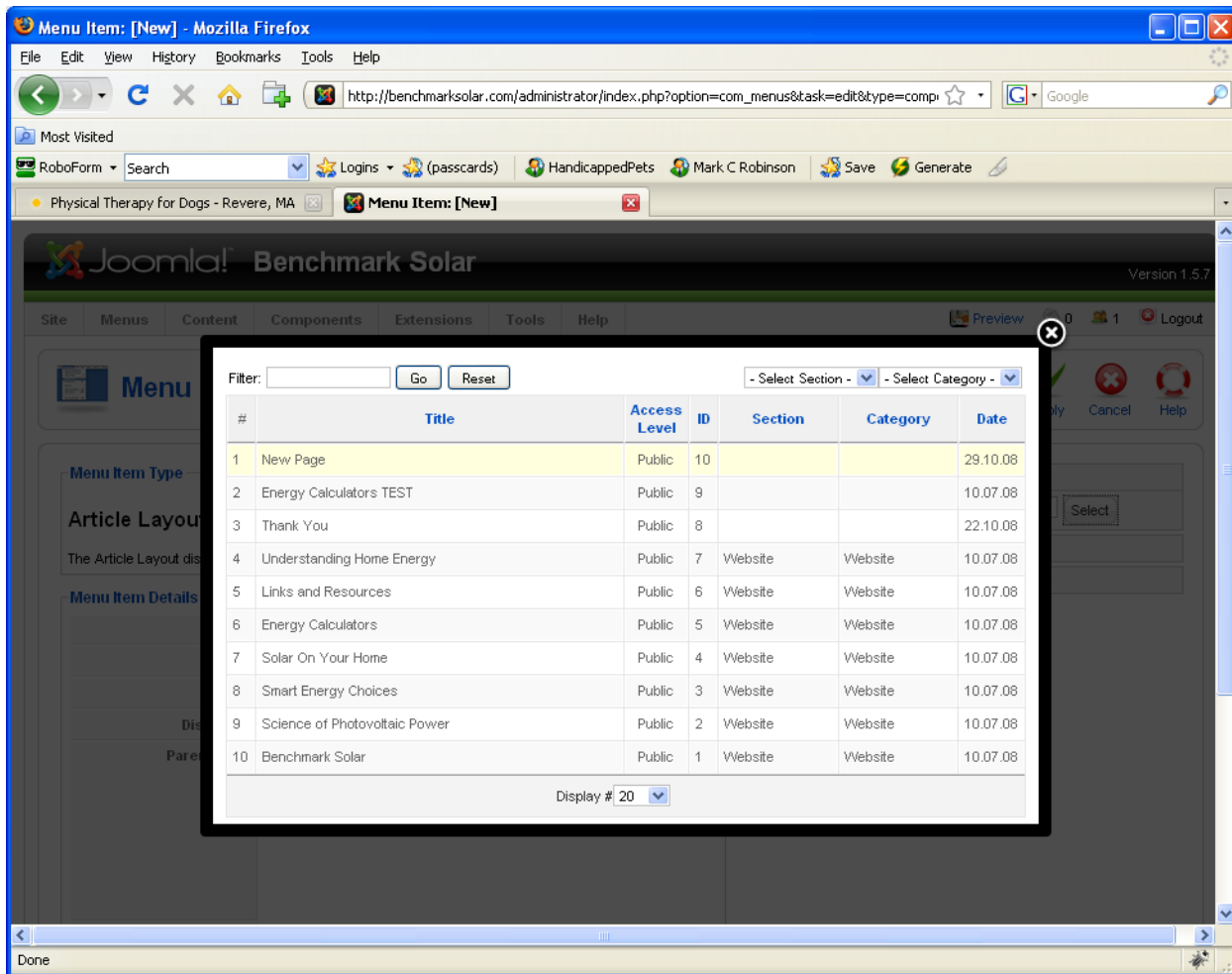


Figure 9 - selecting the article

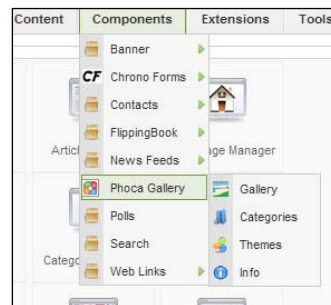
Then Click “Save”

Go to your website and verify that the menu button has appeared on your menu and calls up your new page.

Photo Gallery

If your website has a “PhocaGallery” photo gallery, it can be accessed through the Component menu. This gallery software will allow you to add photos to your website in a gallery format. For full information on how to use this gallery, you can see

<http://www.phoca.cz/documentation/category/2-phoca-gallery-component>



Basic instructions:
Start by Adding Categories:

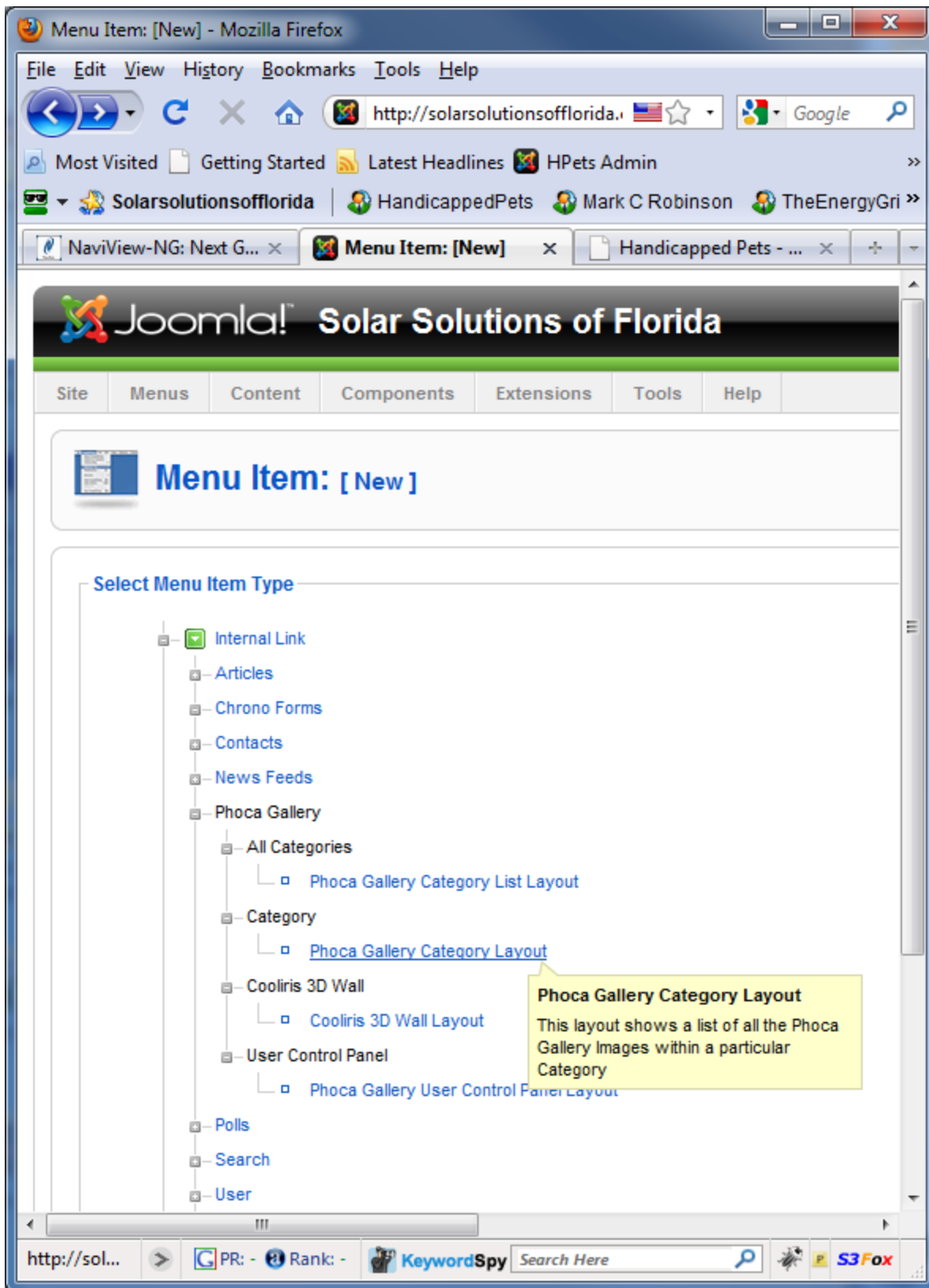


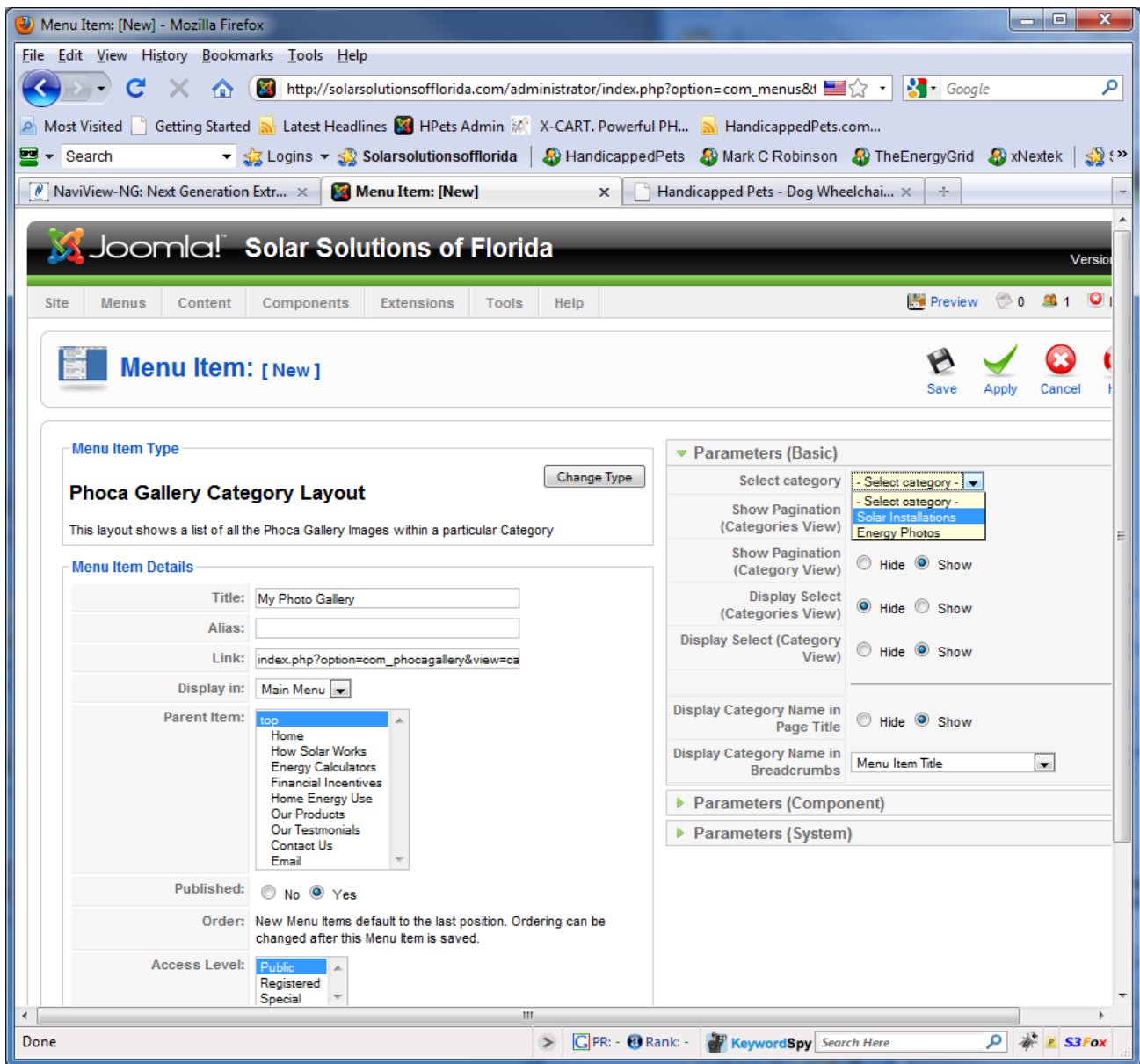
When we create menu items, they will point to these categories and display the images in them. To add the images, click “New” on the Components->Phoca Gallery->Images screen and follow the on-screen instructions to upload photos and add them to categories.

If you have the ability to FTP to your website, you can copy a number of images to a folder in the <Your Website>/Images/Phocagallery/ area and use the “Add Multiple” button in the Images screen to add all the photos in that folder.

Once you have the photos in the correct PhocaGallery category, make a menu item to point to them.

From the Create New Menu Item, select Phoca Gallery Category Layout





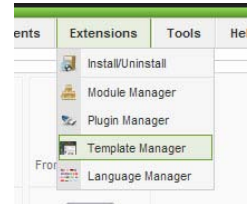
Then Select the category you would like displayed when the menu item is selected.

Advanced Features

These areas may be explored if you are comfortable in this level of customization.

Customizing your template.

The look and feel of your website is determined by a template. You can modify your template in the menu labeled Extensions -> Template Manager.



The template assigned to your site is the one marked “Default” with a yellow star (rt_chromatophore_j15 in this case).

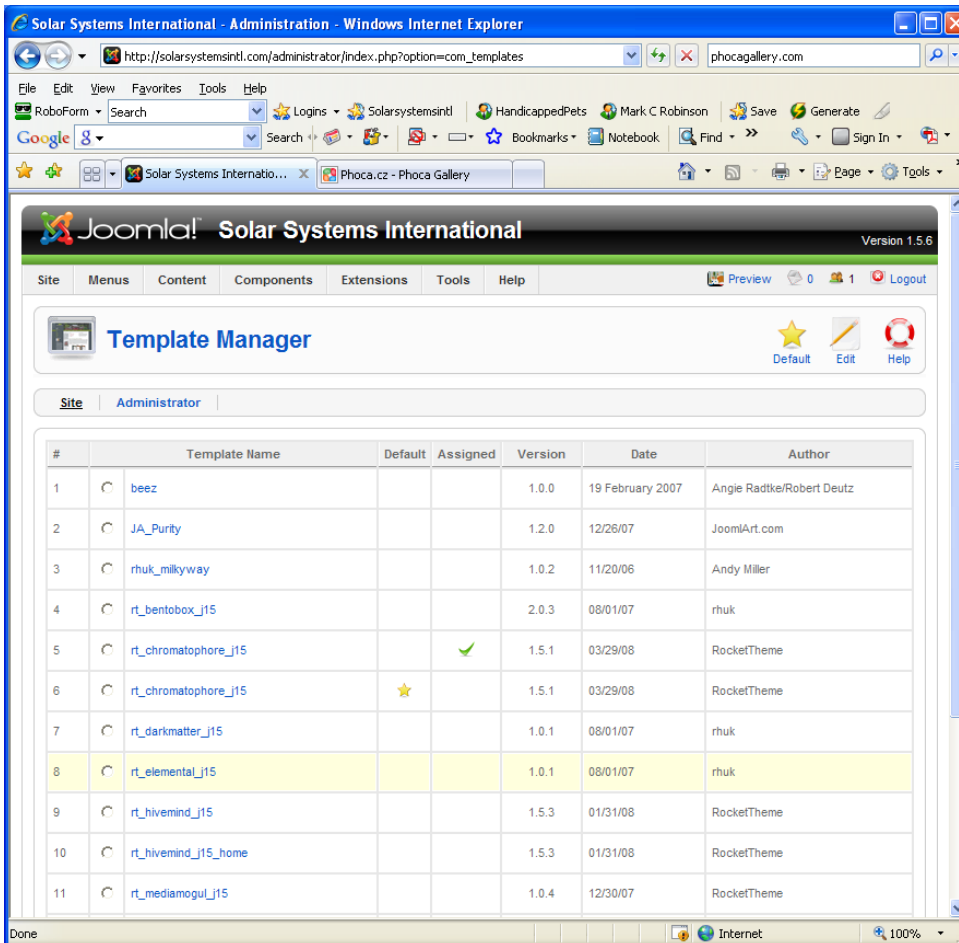


Figure 10 - Editing your template

Clicking on the template name will bring up the template modification screen.

Modules

There may be modules installed on your page. These might appear as boxes in the left and right columns for “Contact Us” and other information. In the example below the “Certified PV Installer” is a module.

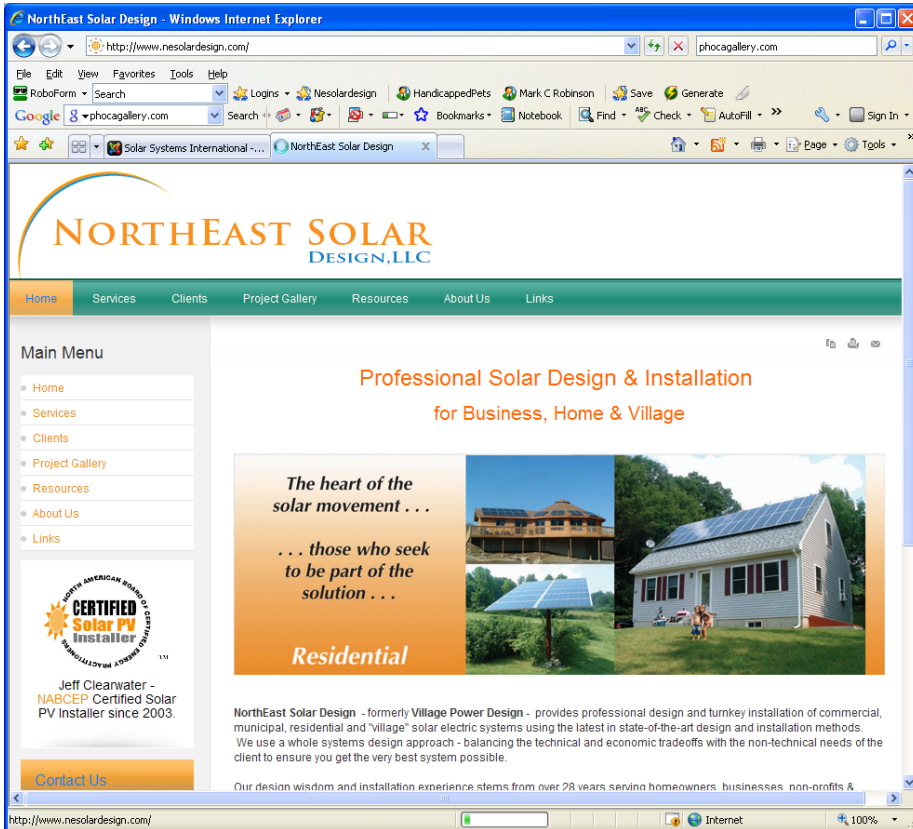


Figure 11 - Changing Modules

To make changes to modules, select Extensions -> Module Manager. Selections for position (left or right) and Order (above or below other modules) control the look and feel.

Changing the header.

To make changes to the header of your page, you will need a ftp program such as:

<http://filezilla-project.org/>

and a photo editor such as photoshop.

The logo file is typically called logo.png

And resides in the folder called

Template/<your template name>/images

This varies from websites to website. Please contact the webmaster for more information.

